

# Retention and Classification Report

**Agency:** Morgan County (Utah). County Assessor (2707)

P.O. Box 680  
Morgan, UT 84050

## **Records Officer**

17609	Appraisal cards
20224	Valuation worksheets

**AGENCY:** Morgan County (Utah). County Assessor

**SERIES:** 17609

3

**TITLE:** Appraisal cards

**DATES:** 1900-

**ARRANGEMENT:** Numerical by parcel number

**DESCRIPTION:**

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

**RETENTION:**

Retain Until microfilmed

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 11, Item 1.

**AUTHORIZED:** 05/18/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Morgan County (Utah). County Assessor

**SERIES:** 17609

**TITLE:** Appraisal cards

(continued)

**APPRAISAL:**

Administrative Historical

Disposition based on the value of appraisal cards for historic research of property ownership and values and establishing the property values.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Morgan County (Utah). County Assessor

**SERIES:** 20224

1

**TITLE:** Valuation worksheets

**DATES:** 1993-

**ARRANGEMENT:** Numerical by serial number

**DESCRIPTION:**

**RETENTION:**

Retain 10 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office for 5 years and then destroy.

Microfilm duplicate: Retain in Office for 5 years and then destroy.

**PRIMARY CLASSIFICATION:**

Public